

ARTICLE XI PERFORMANCE RATINGS

Section 1 - Purpose of Performance Ratings

Paragraph 1.

The Human Resource Director shall establish and make effective a system of performance ratings designed to give a fair evaluation of the quality and quantity of work performed in all departments. Such ratings shall be prepared and recorded for all probationary and regular employees at regular intervals, not to exceed twelve (12) months. Performance ratings and length of service shall, together with other criteria, be considered in determining salary advancements and in making promotions, reassignments, reclassifications, demotions, and separations. Each employee shall be furnished a copy of his performance rating. All employees' ratings shall be reviewed and signed by the employee.

Paragraph 2.

All employees of the City are entitled to an evaluation where practicable by two supervisors independent and separate from each other. This evaluation will be made:

- (a) Upon successful completion of a six-month probationary period;
- (b) Upon the employee's one year anniversary date and each succeeding anniversary date. At least one person conducting the evaluation must review the evaluation with the employee and obtain the employee's signature as verification.

Paragraph 3.

If an employee disagrees with their supervisor(s) rating(s) and they cannot come to a mutual understanding, the employee has the option of providing a written response on the evaluation form itself or on an accompanying document and/or request a meeting with the Department Head to discuss the area(s) in question.

After said discussion, the Department Head will evaluate all facts from both the supervisors and employee and make a final decision on the employee's performance rating(s) in question.